

Station Monthly Accounting Files

1. Summary Accounting Reports and Schedules

(Field Class "A" documentation; send original and one to Hqs. as required; destroy copies 1 year after field audit completed and resolved.

25X1

1 year

(Field) Class "B" documentation; send original and one to Hqs. or

as required; destroy 3 years after field audit inspection completed and resolved.

3 years

2. Vouchers, receipts and related documents that record all station financial transactions.

(Field) Class "A" documentation; send originals to Hqs. 1 month after field audit completed and resolved; destroy copies of vouchers and related documents 1 year after field audit completed and resolved.

1 year

(Field) Class "B" documentation; send originals with monthly report to Hqs. or

destroy copies after field audit inspection completed and resolved.

After audit

Inspection

*Revisions made to meet requirements of Audit Staff*

CONFIDENTIAL

Station Monthly Accounting Files

25X1

1. Summary Accounting Reports

(Field) Class "A" and Class "B" documentation;  
send original and one to Hqs. as required;  
destroy copies after 1 Fiscal Year.

2. Vouchers, receipts, and related documents  
that record all station financial trans-  
actions.

(Field) Class "A" documentation; send originals  
to Hqs. 1 month after field audit completed  
and resolved; destroy copies of vouchers and  
related documents after 1 Fiscal Year.

(Field) Class "B" documentation; send  
originals with monthly report to Hqs;  
destroy copies after 1 Fiscal Year.

*Revised*

25X1 OK with [redacted] Audit Staff with  
changes to be made 1 Feb 1961

[redacted] -31-6 / 25X1  
OK per Chief, Records Management Staff 2 Feb 1961

15. a. Allotment Files (Unvouchered Funds)

(1) Advices

(Field) Includes related work papers and correspondence. Destroy 1 year after close of Fiscal Year, provided field audit has been completed and resolved.

1 FY

(2) Allotment Control Ledgers

(Hqs) Hold for 3 fiscal years, then retire to Records Center for additional 7 years; destroy after 10 years.

10 FY's

Note: Omit this item if

25X1

~~(3) Allotment Reports and Records~~

~~(Field) Copies of monthly status of allotment reports and related records. Destroy 1 year after close of Fiscal Year provided field audit has been completed and resolved.~~

~~1 FY~~

15. f. Obligation Files

(Obligation Authority Records, Notice of Obligation Incurred, Miscellaneous Obligation Records or equivalent)

(Field) Used in accounting for expenditures, travel orders, requisitions, advances, etc. Destroy 1 year after close of Fiscal Year provided field audit has been completed and resolved.

25X1

1 FY

*Concur - 2-1-61*

*Budget Division*

*OK per*

*Audit Staff 17 Feb 1961*

Station Financial Accounting Ledgers

Books of Original Entry

(1) Voucher Register and Control Journal

(Field) Forward to Hdq. after

3 fiscal years.

(Hdq) Retire to Records Center

upon receipt from field; destroy

after 15 years.

15 years

(2) Subsidiary Ledgers

(a) Expense and Obligation Subsidiary

Ledger, Cash on Hand Subsidiary

Ledger

(Field) Destroy after 3 years

provided field audit has been

completed and resolved.

3 years

(b) All Others

(Field) Destroy 1 year after

close of account provided field

audit has been completed and

resolved.

1 year

25X1

1-31-61

Audit Staff 17 Feb 61

OK per Chief, RM Staff 2 Feb 61

*Addition* (Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300076-6)

Title of File

Explanations and Special Instructions

Hold not in excess of  
time shown, then destroy

Property Financial Accountability Records

a. General Ledger - Property Financial  
Transactions

(Field) Forward to hqs 1 year after  
completion of audit.

(Hdqs) Retire to Records Center upon  
receipt from field; destroy  
after 12 years.

12 years

b. Posting Journal for Property Financial  
Transactions

(Field) Forward to hdq 1 year after  
completion of audit.

(Hdqs) Retire to Records Center upon  
receipt from field; destroy  
after 12 years.

12 years

c. *Requisition*  
~~Cost Accounting~~ Control Record,  
or equivalent. X

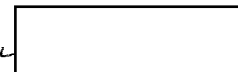
(Field) Forward to hdq 1 year after  
completion of audit.

(Hdqs) Retire to Records Center upon  
receipt from field; destroy  
after 12 years.

12 years

25X1

OK per



1-31-61

OK per Chief, R.M. Staff 2 Feb '61

d. Property Accounting Report Files and (Field) Destroy 1 year after completion  
related documents (copies of monthly of audit. 1 year  
property accounting reports, originals  
of which were forwarded to headquarters.)

e. Property Accounting Voucher File (Field) Destroy <sup>2 per woman</sup> 2 years after audit,  
including copies of requisition and shipping provided reconciliation with  
documents reflecting acquisition or report to which they relate has  
disposition of material and used for been accomplished. 2 years X  
property accounting purposes.

25X1 f. Property Control Register [ ] (Field) Destroy 2 years after audit  
Copies of reports, originals of which were inspection. 2 years  
forwarded to headquarters.

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OK per  
OK per

25X1

1-31-61

Audit Staff 1 Feb.

request

2012-61

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(Hester)

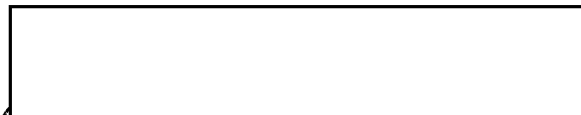
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15 a. (2) Allotment Control Ledgers

15 a. (3) Allotment Reports and Records

15 c. Budget Files

15 e Finance Division General Ledger Runs



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Records Officer (Comptroller)